2 8 AUG 1973

MEMORANDUM FOR: Directorate Records Management Officers

SUBJECT   : Report of Records Volume for 1973 and Follow-up
   Action Required

    1. Attached is the 1973 records volume report for your
Directorate for review and action as indicated below. For your
information, the total headquarters and field records on hand
have been reduced this past year by 4,616.5 cubic feet. Of
the 60 headquarters reporting offices, 33 had increases as did
two of the five field reports. Some of the increases were sub-
stantial for the size of the reporting offices. These should
be clarified by the Records Management Officers to determine if
these increases have justification other than abnormal informa-
tion growth. Note on the reorganization attachment that offices
involved in transfers between components were included in the
report of the component from which they were transferred. This
was done because most transfers did not take place until the
last few months of the reporting period. In reviewing increases,
please consult the transfer listing as these transfers should not
be used as total justification. Please return your explanation
for the increases to Records Administration Branch by 17 September
1973.

    2. The report of records holdings serves several purposes.
Among them is surfacing problem areas that need the concentrated
efforts and attention of Records Management Officers. The report
assists the RMO's in developing a long-range program schedule for
solving the problems and improving the records program. The re-
view of offices with increases may point out a justified abnormal
growth of records holdings over and above the office's regularly
scheduled practice of purging nonessential information and schedu-
ling information retirements to the Records Center. Examples of
justified abnormal growth of records are newly established, trans-
ferred, or expanded functions and responsibilities, additional
sources of information, new or rising interests in certain world
events, organizations, personalities and crisis situations which
directly or indirectly affect mission responsibilities. Changes
from manual methods to automation may also affect the volume of
growth. It may also point out unjustified increases where of-
fices are not following through on the total scope of their pro-
grams by purging and retiring information on a regularly sche-
duled basis.

3. After the reviews are completed and the causes of increases determined, the results require further analysis from RMO's. They must consider what type of help is needed to remedy the situation. Is the need for records training a factor? Do personnel involved know how to retire information to the Records Center? Are file systems organized to simplify scheduled retirements and purging? Are Retirement Retention Schedules available to those doing the reviews for retirements and purging? Are supervisors aware of the problems and have the RMO's made their analysis and recommendation known to the supervisors?

4. Time and manpower are ever increasing obstacles that must be dealt with. They can be overcome by carefully planning the program schedule of any office to blend in with daily routine work. Large problems should be solved, not on a task force basis, but through long-range planning taking one step at a time. If an office has a large problem, the RMO should let the supervisor know it's a large problem and present a prepared step-by-step plan of what is to be done within reasonable time periods to bring the problem into daily manageable proportions. Supervisors should be kept informed of substantial progress made periodically as each step of the plan is completed. This will help maintain a continued interest in the program.

5. RMO's are urged not to put aside the attached report as just another over-and-done-with annual inventory. Use it to analyze future planning in solving your records program needs. Get into the areas with problems and start planning your methods to help these offices solve them. As a manager of the records program, give these offices and their personnel tangible results they can see and benefit from. The report is not the end product. The end product is the improvements made in the program as a result of the problems surfaced by the report.
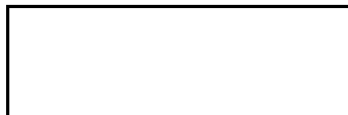
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Chief,
Information Systems Analysis Staff

Attachment:
 1973 Records Volume Report